



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- ☐ Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☐ Employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- ☒ Interested individuals who meet the stated requirements

Issue Date: January 23, 2015

Posting No.: 08-15

TITLE: Institutional Trade Instructor 1, Cooking; **or***
Institutional Trade Instructor 2, Cooking
*(*depending upon qualifications)*

SALARY: \$42,620.67 - \$60,055.56
\$46,588.85 - \$65,780.63

LOCATION: Bayside State Prison, Leesburg NJ and Southern State Correctional Facility, Delmont NJ

JOB DESCRIPTION:

Institutional Trade Instructor 1, Cooking

Under supervision of a supervisory officer in a correctional facility in the Department of Corrections trains inmates in the work activities in the areas of food preparation, cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food; does related duties.

Institutional Trade Instructor 2, Cooking

Under supervision of a supervisory officer in a correctional facility in the Department of Corrections, coordinates, plans, and trains inmates and as necessary assigns tasks to lower grade employees in the work activities in the areas of food preparation, cooking, baking, meat cutting, pot washing, dish washing, and the serving of food performed by inmates with emphasis upon the vocational training of inmates and the maintenance of adequate production standards; does related work as required.

REQUIREMENTS

EXPERIENCE:

Institutional Trade Instructor 1, Cooking

Two (2) years of experience in the areas of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food in a commercial or institution kitchen.

Institutional Trade Instructor 2, Cooking

Three (3) years of experience in the areas of food preparation and processing including but not limited to cooking, baking, meat cutting, pot washing, dishwashing, and the serving of food in a commercial or an institution kitchen.

PLEASE INCLUDE RESUME, POSTING TITLE AND NUMBER IN YOUR RESPONSE. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN FEBRUARY 6, 2015.

Forward Resume To:

William Saraceni, Manager, Human Resources
Regional Personnel Services, Region 3
Southern State Correctional Facility
4295 Route 47
Delmont, NJ 08314

Emailed resumes are to be sent only to:

William.Saraceni@doc.state.nj.us

The New Jersey Department of Corrections is an Equal Opportunity Employer